

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET  
E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
August 7 – 11, 2017**

\*5:30 pm

Executive Committee

**MONDAY, AUGUST 7, 2017**

Room 200, Northern Building  
305 E. Walnut Street

**TUESDAY, AUGUST 8, 2017**

(No Meetings)

**WEDNESDAY, AUGUST 9, 2017**

(No Meetings)

\*5:15 pm

Human Services Board

**THURSDAY, AUGUST 10, 2017**

Board Room A, Sophie Beaumont Bldg.  
111 N. Jefferson St.

**FRIDAY, AUGUST 11, 2017**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [bc\\_county\\_board@co.brown.wi.us](mailto:bc_county_board@co.brown.wi.us)

### EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman  
Patrick Buckley, Bernie Erickson, Erik Hoyer,  
Richard Schadewald, John Van Dyck

### EXECUTIVE COMMITTEE

Monday, August 7, 2017

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of Special June 21, 2017 & July 10, 2017.

### Comments from the Public

1. Review Minutes of: None.

### Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

### Communications

3. Communication from Veterans' Recognition Subcommittee re: Proclamation Declaring August 19, 2017 as Purple Heart Recipients' and Disabled Veterans' Day – Request for Approval.

### Resolutions, Ordinances

4. An Ordinance Amending Subsection 2.13(3) of Section 2.13 of Chapter 2 of the Brown County Code of Ordinances Entitled "Meetings, Agendas".
5. Resolution to Ratify the Proposed 2017 Labor Agreement between Brown County and the Brown County Human Services Professional Employees Association.
6. Resolution to Ratify the 2017-2019 Agreement between Brown County and the Brown County Sheriff's Department Non-Supervisory Employees.

### Standing Item

7. Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE.

### Reports

8. Internal Auditor Report
  - a) Board of Supervisors & Veterans Recognition Subcommittee Budget Status Financial Reports – June 2017 (Unaudited).
  - b) Status Update: July 1 – July 31, 2017.

9. **Human Resources Report**

- a) Review of Chapter 4 revisions.
- b) Update re: Electrician's Pay. *June motion: To refer to Administration and Human Resources to give numbers of how many units and people this affects and bring information back to Executive Committee.*

10. **Department of Administration Report**

- a) Budget Status Report – Levy Funded Departments as of June 30, 2017.

11. **County Executive Report**

**Closed Session:**

- 12. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.
- 13. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.
- 14. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for employee parking downtown.

**Other**

- 15. Such other matters as authorized by law.
- 16. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

### MEETING OF THE HUMAN SERVICES BOARD

**Thursday, August 10, 2017**

**SOPHIE BEAUMONT BUILDING – BOARDROOM A**

**111 N. JEFFERSON ST; GREEN BAY, WI 54301**

**5:15 P.M.**

### AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of July 13, 2017 Human Services Board Meeting.
4. Executive Director's Report.
5. CTC Administrator Report including NPC Monthly Report.
6. Financial Report for Community Treatment Center and Community Programs.
7. 2016 Annual Report
8. Discussion and Approval of 2018 Draft Budget for Human Services
9. Discussion and Approval of Amended By-Laws of Medical Staff of Brown County Community Treatment Center
10. Discussion and Approval of Community Treatment Center Grievance Policy
11. Discussion and Approval of Community Treatment Center Grievance Committee Policy
12. 2017 Quality Assurance Improvement Plan Review
13. QAPI PIP Charter Approvals
14. \*Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - b. Child Protection – Child Abuse/Neglect Report.
  - c. Monthly Contract Update.
15. \*Request for New Non-Continuous Provider & New Provider Contract.
16. Other Matters.
17. Adjourn Business Meeting.

*\*Note: attached as written reports*

#### Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



## AUGUST 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 11:00 am Admin Cmte 6:15 pm	3	4	5
6	7 Executive Cmte 5:30pm	8	9	10	11	12
13	14 Human Services 5:30 pm (Note date change)	15 Veterans Recognition Subcmte 4:30 pm	16 Mental Health Ad Hoc 12pm Ed & Rec Tour of Fairgrounds 5pm <b>Board of Supervisors 7:00 pm</b>	17	18	19
20	21	22	23	24 Ed & Rec 5:30 pm @ Central Library (Note date change)	25	26
27	28 Land Con 6:00 pm PD&T 6:15 pm	29	30	31		

**\*\*Please Note Changes to Human Services and Ed & Rec meeting dates**

## **BROWN COUNTY COMMITTEE MINUTES**

- Harbor Commission (June 26, 2017)
- Library Board (June 8, 2017)
- Solid Waste Board (June 26, 2017)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

---

## PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

---

A meeting was held on **Monday, June 26<sup>th</sup>, 2017**

Port & Resource Recovery Department | 2561 S. Broadway, Green Bay, WI 54302

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:30 am.

2) Roll Call:

Present: President Tom Klimek  
Vice President Bryan Hyska  
Commissioner Bernie Erickson  
Commissioner Hank Wallace  
Commissioner Mike Vizer  
Commissioner Ngosong Fonkem  
Commissioner Ron Antonneau

Excused: Commissioner Peter Zaehring

Unexcused: Commissioner Tim Feldhausen

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Shelby Schraufnagel, Brown County P&RR  
Troy Gawronski, Foth  
Richard Feeney, Tetra Tech

3) Approval/Modification – Meeting Agenda – *Request for Approval*

**A motion to approve the agenda was made by Mike Vizer and seconded by Bryan Hyska. Unanimously approved.**

4) Approval/Modification – Meeting Minutes of May 8<sup>th</sup>, 2017 – *Request for Approval*

**A motion to approve the minutes of May 8<sup>th</sup>, 2017 was made by Mike Vizer and seconded by Hank Wallace. Unanimously approved.**

5) Announcements/Communication

Commissioner Erickson requested that all future Renard Island End-Use Committee meetings take place at 9:30 am or 10:00 am before Harbor Commission meetings.

The Port Symposium and the Port White Board video were submitted to AAPA's Communication Awards Program in the beginning of May. Both entries won first place.

6) Fox River Environmental Clean-Up Project – Public Comments/Update on Standing Item

The Fox River Clean-Up Project has reached out to the County to discuss use of Bay Port for dredge material.

7) Bay Port Hurlbut Lease – Request for Approval

The County and city of Green Bay have put together a lease agreement for Hurlbut property for the City to continue to use the property as their west side compost facility. The lease agreement allows either party to end the agreement with a 30 day notice.

Commissioner Antonneau suggested to lock the gate until the City signs the Renard Island easement. Mr. Haen believes the City will sign the easement because they will want to have a say in the end-use of the Island and Alderman Joe Moore has been added on the Renard Island End-Use Committee.

Commissioner Hyska asked for clarification on page 10 and 11. What is stated on the bottom of page 10 contradicts items a-c on page 11.

**A motion to revise the language on page 10 and 11 to remove the paragraph under section 11 and rearrange a-c was made by Ngosong Fonkem and second by Ron Antonneau. Unanimously approved.**

8) Renard Island End-Use Committee – Update

The Renard Island End-Use Committee met for the first time in May. Mr. Haen expects the committee to take 12 months for deliberation and planning. At the next meeting, June 28<sup>th</sup>, there will be a representative from PMI, the Convention & Visitor's Bureau and Foth. These representatives will discuss with the committee what the community is looking for and what is permitted to be placed on the Island.

9) Cat Island Project – Update

Terminal Operators directed Port staff to use up to \$20,000 of the Harbor Fee to come up with a cost estimate for the Landmark project. Jones Signs put together a cost estimate for \$5,000. They estimated a 20 foot sculpture at \$197,759, a 30 foot sculpture at \$297,410, and a 40 foot sculpture at \$426,965. Additional costs of \$50,000 are estimated for earthwork and artist compensation.

Commissioner Antonneau asked if this cost included having it lit up at night. Mr. Haen stated yes. He added that this Landmark project will be paid for by the Terminal Operators out of the Harbor Fee. The Harbor Fee funds may be used for common good purposes of the Terminal Operators and used at their discretion. There is some opposition to this project because of the expense. If



Terminal Operators approve to move forward with the project Commissioner Vizer, as a Terminal Operator, has volunteered to advocate for the Landmark project at a County Board meeting. Commission Antonneau added that there would be other's outside of the Commissioners and Terminal Operators who would be in favor of this project because it is another attraction for Green Bay. He also stated that up to 20-25% of the expense could be fundraised for.

Commissioner Klimek questioned the security of the Landmark. Commissioner Hyska asked if it would be insurable. Mr. Haen stated that it may fall under County insurance. Terminal operators will be meeting June 28, 2017 to discuss.

10) Director's Report – Update

A prominent retailer has reached out to the Port to purchase land on the water. The company would be self-serving and would expect 5 – 8 ships of raw material each year.

Mr. Haen asked the Harbor Commissioners if they would like one of the next board meetings to take place on the Fox River Tour cruise line in De Pere. The Commissioners are in favor.

The Wisconsin Commercial Ports Association meeting will take place August 10<sup>th</sup> and 11<sup>th</sup> in Sturgeon Bay.

Commissioner Antonneau stated that there is an opportunity for the NFL Draft to be hosted in Green Bay. He would like to work with Mr. Haen to find out what types of cruise ships could come through the Great Lakes and dock in the Port. This would provide more hotel space.

11) Audit of Bills – Request for Approval

**A motion to approve the Audit of Bills was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.**

Commissioner Erickson stated that the County Board decided to change Audit of Bills to Acknowledgement of Bills.

12) Tonnage Report – Request for Approval

**A motion to approve the Tonnage Report was made by Mike Vizer and seconded by Hank Wallace. Unanimously approved.**

13) Such Other Matters as Authorized by Law

No other matters.

14) Adjourn

**A motion to adjourn the Harbor Commission meeting at 11:28 am was made by Mike Vizer and seconded by Bernie Erickson. Unanimously approved.**

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on June 8, 2017 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

**PRESENT:** MARISSA MELI, DAVID RUNNING, STEVE TERRIEN, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

**EXCUSED:** YING LACOURT and BOB NIELSEN

**ABSENT:** KAYLA JACOBSON

**ALSO PRESENT:** Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff)

**I. CALL TO ORDER** President Meli called the meeting to order at 5:28 p.m.

### **II. APPROVE AGENDA AND MINUTES**

There were no changes to the agenda or minutes. **Motion** by Vander Leest, seconded by Wagner, to approve the agenda and minutes. **Motion carried.**

**III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

### **IV. LIBRARY BUSINESS**

#### **A. Financial Manager's Report, Bills and Donations**

Financial reports were not available as the books are not closed. Denault announced that she is retiring effective Friday, June 16. The Board authorizes the Director to move forward on hiring Lori as a consultant at the appropriate juncture. The library may have to rely on County Finance personnel in the interim. Terrien asked if there was funding to hire before Lori leaves for training purposes. There is not so a new hire cannot be brought onboard until the position is vacant. Vander Leest suggested documentation on job duties. There may be qualified people in the county.

**V. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY PROJECTS FROM .05% SALES TAX INCREASE** Simons would like a confirmation that the Central Library and East Branch are priorities. Ed & Rec would like the library to find a facility that is owned (not rented), one that needs renovation, or build new. Van Dyck had a conversation with Major Mueller from the Kroc Center and there may be some interest in land they have available. She was supportive but noted that additional buy-in is needed. There may be opportunity to discuss further. Now that funding is in place a meeting could be scheduled. Simons reminded that when he had previously talked with the Kroc Center he was told that the library couldn't be on Kroc property but there was another property that might be an option if there was interest in an educational-cultural campus. Supervisor Corrie Campbell was also interested in the Kroc Center conversation. Running supports another option. Simons reiterated setting a deadline for pursuing options as a decision needs to be made. Van Dyck proposed holding further discussion on this until the July meeting and after final approval. Three municipalities still have to approve the room tax. If they don't the whole proposal can fall apart. County Administration also has to prioritize distribution of monies gained from the tax increase. Simons added that we need to determine how the \$20 million is allocated among 4 locations. This will be helpful in fundraising. He commented that you can't fundraise to an idea – you have to fundraise to the reality. Vander Leest sees priorities as East, Central, Ashwaubenon, and Pulaski. It was questioned how much money would be expected annually. The plan is to "earn and spend". There should be a plan to get what is needed to finish the East Branch so lease can terminate as scheduled. Running wonders what the board can do in the next 30 days to help this along. What other options are there? Ask the city about available properties? Mixed use is still an option – Gorman & Company, a developer from Milwaukee, scouted a property near the new Festival Foods. Vander Leest stated that money can be saved depending on the size of the project and that Central will gain if you can stretch dollars and stick to around \$3M for East Branch. With a mixed use concept, the library would control interior improvements and enter into an agreement for exterior improvements similar to HOA. There is no control over what is built around you. Simons will explore other options for the next board meeting. Running is willing to help. Simons talked to Russ Roland, the realtor representing the owner of East Branch building, about extending the lease. With the roof's current condition, he's afraid to take on a renter because the owner doesn't have the money to repair it. We need to continue to rent, for a flexible year and possibly a month-to-month after that. Applying rent payments to a purchase price could also be explored. Wagner suggested that instead of a monetary exchange that the roof be replaced. Monies from the county won't be immediate – so options are plentiful including building in a new secondary school (about 3 years out). Van Dyck has received a couple of random calls regarding buildings and property. It was suggested that the county could be asked to issue a RFI/Request for Information to collect information on available options including acreage. Wagner was surprised that Bellevue officials haven't stepped up. **Motion** by Vander Leest, seconded by Running, to defer this topic to the July Library Board meeting and seek a

response from County Administration on disbursement of sales tax and ask for clarification on disbursement and if East Branch could be scheduled in first year. Motion carried. Terrien asked if we're allowed to carry a fund balance because we could accept payments/disbursements and deposit them into the fund balance. Van Dyck replied that the tendency has been that once funds are allocated to library it is out of the county's hands. The County will likely hold it and when it is needed for capital project, it will be transferred. The sales tax is estimated to generate \$25 million per year. Simons will reach out to Weininger in County Administration and report at July meeting.

**VI. DISCUSSION AND POSSIBLE ACTION ON EAST BRANCH LEASE EXTENSION** Simons also commented that Russ would like the library to put forth a proposal to present to the owner. Currently paying \$12.84 sq. /ft. A better rate could possibly be negotiated based on market rates in the area. Simons will write a draft and share with the board. Running supports designating some of the funds into repairs. Beyler thinks the worst issue could be mold. There are some leaks that are happening higher up and coming down the dividing wall between tenants. Repairs could be an addendum –“must be done.” Van Dyck feels the landlord has unrealistic expectations. Motion by Van Dyck, seconded by Wagner, to add action on East Branch lease proposal to July agenda. Motion carried. Van Dyck asked for information and refreshed figures from HGA that exclude the mezzanine buildout.

**VII. DISCUSSION AND RECOMMENDATION ON DIRECTION OF 2018 OPERATIONAL BUDGET** Simons is looking for direction on process. Last year, the Library presented a budget to Board; the Board approved and then adjusted based on county directive. Needs were prioritized. He prefers presenting a budget that reflects what we need. Vander Leest believes that all departments will be asked to reduce tax levy amount by 3%. Not sure how this will play out. Running commented that the County Executive's priority was at least a 2% adjustment for staff equity issues and class and comp. There may not be much wiggle room. Library administration has been working on the budget all week to be budget neutral. Simons stated, with regards to increases for staff, the library has been historically different from the county. Must tackle a couple things: do we still want to be different from county? If county employees get raise or COLA, should the library follow suit? Van Dyck described the past budget processes for the sake of new board members. A flat budget may result in a \$100,000 – 150,000 cut. Wages will likely be funded by position cuts/reduction. Some County Board Supervisors are not in favor of an across the board pay increase – have to allocate where there is a need. Vander Leest suggested finding savings in order to give an increase to employees. Van Dyck thinks a message to employees is necessary so they understand that the attempt is not to cut but any savings found will be put back into wages and benefits. Discussion ensued about pay and benefits, and hiring Denault's replacement. There might be someone in the county that could be hired to replace Lori. The library just hired a new position from another county department. The position receives a better wage but less vacation (benefits are lessened) and the pay increase likely won't offset vacation. It might make sense to align more with county to alleviate this imbalance of pay and benefits. Rogers also commented that some of the library's processes are a hardship for other county departments (Kronos) because of a different structure. Wagner doesn't want to take a step backward from the board's autonomy. Van Dyck agrees. You can only get so far away. Maybe there are situations where the cord should be cut (payroll, IT, etc. – what are those costs?) Running asked if the board could make a decision on a case by case related to vacation. The library has 2 vacation structures but this could always be brought forward. The Board typically sets policies and wouldn't enter into this type of oversight.

**VIII. APPROVE PUBLIC RECORDS POLICY** The revised policy is aligned with county policy. Motion by Vander Leest, seconded by Terrien, to approve the Public Records Policy. Motion carried.

#### **IX. FACILITIES**

**A. Facilities Manager's Report** Southwest Branch landscaping starts tomorrow and should be planted by June 22. The Maintenance Department is fully staffed. Contractors are being lined up for the Weyers-Hilliard study rooms. A forced entry at Ashwaubenon was likely conducted by teens. The facility is monitored by video and the building was secured by maintenance staff. The number of notifications to the county and library staff may have been a case of mixed/delayed messages.

**B. Update on Central Library Media Lab** Simons meets with potential donor next Tuesday. Beyler and Simons have been reviewing costs for room, equipment, software, replacements and updates. A meeting with Shift Visuals resulted in recommendations on equipment including cameras, computers and more.

**X. PRESIDENT'S REPORT** Meli introduced new board member, Steve Terrien. Terrien commented that he was born in Green Bay and lives in Howard. He holds a master plumber license and engineering license. He works in building inspection. He is happy to be on board and is looking forward to working with everyone. Housekeeping – let Sue know if there are any changes to contact list.

**XI. LIBRARY DIRECTOR'S REPORT** Administrative staff is busy working on budget. Wagner reported that the NFLS director retired under disability provisions. There are statewide happenings related to federated library systems. NFLS will tread water and not seek a new director at this time and will continue to explore combining systems.

**CLOSED SESSION**

**XII. Open Session: Discussion and possible motion to convene in closed session.** Motion by Van Dyck, seconded by Wagner to go into closed session. Emily Rogers was invited to stay. Other staff was dismissed.

**XIII. Closed session pursuant to Wis. Stat. § 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.** Roll call vote: Aye: Meli, Van Dyck, Running, Vander Leest, Terrien, and Wagner. **Motion carried.**

**XIV. Reconvene in Open Session: Approve any action that may have been recommended in Closed Session** Motion by Van Dyck, seconded by Wagner to reconvene in open session. Roll call vote: Aye: Meli, Van Dyck, Running, Vander Leest, Terrien, and Wagner. **Motion carried.**

**XV. OLD BUSINESS**

**XVI. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**XVII. ADJOURNMENT**

**Motion** by Running, seconded by Van Dyck, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:50 p.m.

**NEXT REGULAR MEETING**

July 20, 2017

Central Library

5:15 p.m.

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

---

## PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

---

A regular meeting was held on **Monday June 26<sup>th</sup>, 2017**  
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:30 pm.

2) Roll Call:

Present:

John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Doug Martin  
Bud Harris  
Ryan Holzem  
Norb Dantine  
Bill Seleen

Unexcused:

Dave Landwehr  
Mike Van Lanen

Also Present:

Dean Haen, Brown County P&RR  
Chris Blan, Brown County P&RR  
Mark Walter, Brown County P&RR  
Shelby Schraufnagel, Brown County P&RR

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Norb Dantine and seconded by Ryan Holzem. Unanimously approved.

4) Approval/Modification – Meeting Minutes of April 17<sup>th</sup>, 2017 - *Request for Approval*

A motion to approve the April 17<sup>th</sup>, 2017 meeting minutes was made by Bud Harris and seconded by Doug Martin. Unanimously approved.

5) Announcements/Communication

Mr. Haen stated that the new part-time Resource Recovery Associate will start after July 4<sup>th</sup> after a background check has been completed.

The Stakeholder meeting took place June 20<sup>th</sup> with about 35 people participating. Attendance has decreased each year. Staff will evaluate the value of continuing to host a Stakeholder meeting each year.

The Harbor Commission will meet in late July or early August to review the budget. The Commission will take a tour of the Port of Green Bay on the Fox River Tours. Mr. Haen asked Solid Waste Board members if they would be interested in their July or early August meeting to include a tour of the Port of Green Bay. Solid Waste Board members are interested.

Mr. Katers stated that a member of the Solid Waste Board until 2014, Ray Kopish, has passed away.

6) Recycling Transfer Station Concrete Floor Replacement Bid – Update

In 2016, Zeise Construction gave the Department a budget estimate of \$80,000 to replace the Recycling Transfer Station tip floor. The project was put out for bid earlier this year and three companies bid between \$215,000 - \$300,000. The project was rebid with less stringent parameters. The second bids were between \$191,000 – \$320,000. The Department has considered other options including just patching the floor instead of replacing the entire floor or waiting until next year in hopes that the bids will be less. Currently, the Department has worked out a contract with ADS to use their transfer station for recyclables for a week in September while the floor is being replaced. Waiting a year could change many factors and make this project more difficult to organize. Mr. Dantine and Mr. Martin both stated that although the cost of concrete has increased the bids seem incredibly high. Despite that the Board thinks that it is best to go ahead with the tip floor replacement.

**A motion to move forward with Zeise Construction to replace the Recycling Transfer Station concrete floor was made by Bud Harris and seconded by Doug Martin. Unanimously approved with Mr. Dantine abstaining from voting.**

7) September 11 – 15 Recycling Transfer Station Project – Update

The Recycling Transfer Station tip floor will be replaced between September 11<sup>th</sup> – 15<sup>th</sup>. During that week the Department will use ADS's transfer station. The terms that both parties have agreed to include: ADS will receive \$25/ton of recyclables accepted and hauled through the ADS transfer station; ADS will haul their garbage to the Department's Waste Transfer Station during this week; payment will be made by the Department to ADS within 30 days; the Department will recognize 50 tons of ADS recyclables that would normally go to the Recycling Transfer Station; ADS will provide a closed dumpster for residents to use at 2561 S. Broadway and ADS will service it when needed at no cost; ADS must be open during normal Department hours; the Department will work with the city of Green Bay to spread delivery of their loads out; all Department tonnage will be considered Brown County's and not ADS's so Brown County will still receive the revenue from recyclables for reimbursement to the municipalities; and, the Department agrees to discuss an extension to the waste agreement between ADS and Brown County.

Mr. Holzem suggested that a Brown County staff member could be at the ADS Transfer Station the first day to make sure everything is running smoothly. Mr. Haen agreed and added that some municipalities, who only deliver recyclables every other week, such as the Town of Porterfield, will be encouraged to use September 11 – 15 as an off week.

8) Non-Binding Letter of Intent for Digester Land Lease – Update

Land Conservation received money through WPS to study animal waste digestion. The Port & Resource Recovery Department is involved because the South Landfill is centered around large farms who would use an anaerobic digester for animal waste and holds land that could be used for this kind of operation.

Representatives of the Town of Holland have indicated they are concerned about the smell and increase in truck traffic. Any approvals from the Town of Holland will be the responsibility of the farms and Dynamics, not the Port & Resource Recovery Department.

Mr. Holzem asked what is the size of the area. Mr. Haen stated about 30 – 60 acres.

**A motion to approve the non-binding letter of intent for digester land lease was made by Norb Dantine and seconded by Doug Martin.** Unanimously approved with Mr. Dantine abstaining from voting.

9) 2016 Financial Summary of Single Stream Recycling – Update

The Department has been working to better communicate expenses and revenues to key stakeholders. Mr. Walter reviewed the financial summary of Recycling and Hazardous Material Recovery cost centers.

10) 2016 Financial Summary of Solid Waste Management – Update

Mr. Walter reviewed the financial summary of Solid Waste Operations including Gas-to-Energy, Waste Transfer Station, and Closure cost centers. Gas-to-energy will cease on the day it is not meeting cash flow.

11) Transfer Station Scale Changes Short and Long-term Efforts – Update

In the past five years the number of transactions on Saturdays have increased 10% each year. Foth is looking into what can be done differently to relieve the number of vehicles queuing up on the highway during peak traffic periods. Many changes have been made over the past 5 years including; increased hours, improved residential drop-off center and technology changes for faster transactions. Scale operators are not requiring everyone to scale twice on Saturdays to eliminate the number of cars in line. Mr. Haen reviewed the four reorganization maps with the Board. Foth is currently working on including a second scale in some of these options. A scale will add about \$200,000 to any of these options.

Outagamie County is putting in new scale software and Department staff will evaluate how their software and scale works.

One of the options Foth presented was to widen the entrance and paint lines to queue two lanes of traffic. This will cost about \$50,000, the Department plans to implement this immediately and continue to determine the long-term solution to the increased traffic

12) Memo to Municipalities – Update

The memo to municipalities is a follow-up to the meeting between the Department and municipalities on the regional compost facility and interest in automatically renewing the Solid Waste Management Service Agreement for an additional 5-year period. The letter also mentions that \$500,000 of the proceeds from the BOW landfill and recycling will be placed in the rate stabilization fund and \$2M into capital replacement fund for 2017 and 2018 capital needs

13) Strategic Plan – Update

The strategic plan was reviewed.

Door County and Calumet County are using the BOW recycling facility for their recycling. Almost all of Shawano County and Kewaunee County are using the BOW recycling facility. It is critical that outside counties are educated the same as the BOW counties. Since outside counties have been using the recycling facility residual waste has increased 2%.

Mr. Walter mentioned that the BOW Waste Technology Committee has broken apart and will need to be reestablished. Mr. Katers suggested including one of Mr. Holzem's students on the committee.

The SWOT analysis was not changed. Mr. Walter asked the Solid Waste Board members to consider changes they think should be made.

The strategic plan will be adopted in July.

14) Director's Report

Mr. Blan reviewed the RFQ for leachate self-hauling and RFQ for recycling bulbs.

Mr. Blan stated the notice of intent award for hazardous waste disposal contract was between Tradebe and Veolia. Tradebe won the contract. Their prices will increase about 7% from last year.

Mr. Blan stated that through AROW he has petitioned DNR to change the way LED bulbs are categorized. If LED bulbs could be categorized as an electronic instead of universal waste cost for disposal could be reduced. He also stated that all hazardous material recovery facilities (HMRF) have issues with flares. A resident can take a flare to the Sheriff's Department at no cost; however, if the resident brings the flare to HMRF, HMRF must dispose of them through appropriate contractors at a massive fee.

To manage the flow of the HMRF a second door, scale and cash register may be implemented. This will be recognized in the 2018 budget. Changing the fee for bulbs from each to per pound will aid in a faster flow.

The minimum fee at the Waste Transfer Station is currently \$15 for up to 640 lbs. of material. To increase the speed of transactions the minimum fee may increase close to \$20 for up to 800 or 1,000 lbs.

15) Such other Matters as Authorized by Law



No other matters.

16) Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by John Katers. Unanimously approved. Meeting adjourned at 4:05 pm.**

---

John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department